

7-1-1,2;5-2,3;6-3,6;7-1;9-4;12-2,4,6

Electronic Portfolio Unit

Grade Level	Seventh
Minimum Time Required	Four-Five Weeks
Materials/Resources	<i>Occupational Outlook Handbook</i> Computers Worksheets PowerPoint Software
Subject Area(s)	Guidance Language Arts

Project Description:

In order to do this project you must create a PowerPoint template, so feel free to adjust and change this concept to fit your needs. See attached sheets. Good luck and have fun.

1. At the end of this project, each student will have developed an electronic portfolio. The time span involved will vary according to how often you meet with your class, whether you have consistent access to computers and the typing skills of your students. Each page of the portfolio can also be done as a separate lesson and you could also simply create a traditional portfolio using this outline. One of the advantages of using PowerPoint is that the students present their portfolio to the entire class. These presentations are terrific to run during Parent/Teacher conferences.
2. Page 1: Autobiography - This page is self-explanatory. You may have to define autobiography for them. I tell them it is the story of their life. Start with when and where you were born.
3. Page 2: Interests - On this page, students are to write the results of their interest inventory. What are their likes? There are any number of interest inventories available for use – ie: Choices, CPS, Holland, etc.
4. Page 3: Quote analysis – I have done this several ways. I have brought in books of quotes, handed out sheets, let them go to designated sites on the Internet or simply read them 20 or 30 and had them select which ones they liked.
5. Page 4: Life Mission – This concept is often difficult at first. I define mission and use the schools and other businesses as examples. Then we may brainstorm some ideas for someone famous before they do their own.
6. Page 5: Values – I have used both the attached worksheets to help students clarify their values.
7. Page 6: Biography - During this assignment, I allow the students to use the Internet to get their information. To prevent plagiarism, I don't allow students to copy, paste or print out the sites. They must take notes. Be sure to approve their selection.
8. Page 7: Case Study – For this interview, they are not allowed to interview their parents, and the person they interview must be over 40 years old. I often suggest aunts and uncles or local business people, etc.

9. Page 8: Abilities – Lead students into realizing that, generally speaking, they usually enjoy or like things where they have ability, for example: singing, sports, building things, cooking, math, reading, etc.
10. Pages 9-11: Career Pages – After assessing their interests and abilities (again there are numerous resources available to do this), help students identify which career cluster they would best fit into at this time. Be sure to explain why the interest inventory will sometimes indicate that their interests don't actually fit with the career they may have had in mind before taking the assessment. Then I give each student a copy of the OOH and have them just peruse it to find numerous careers in their cluster that they think might be interesting. The next day we go over the "Suggestions for Choosing a Career" worksheet. Once they have selected the career they want, I give them the Career Information Sheet to take notes on for their Career Pages.
11. Once the portfolios are completed, have each student make a presentation to the rest of the class. Some students will be quicker at completing this project than others and will try to get creative with colors and backgrounds, etc, which I allow only once the project is completed.

Career Development Standard	Knowledge of the influence of a positive self-concept. Understanding the relationship between work and learning. Skills to locate, understand, and use career information. Knowledge of skills necessary to seek and obtain jobs. Skills to make decisions. Understanding the processing of career planning.
Career Development Indicator	Describe personal likes and dislikes. Describe individuals skills required to fulfil different life roles. Demonstrate an understanding of the importance of personal skills and attitudes to job success. Describe the relationship of personal attitudes, beliefs, abilities, and skills to occupations. Demonstrate skills in using school, community, and technology resources to learn about occupational groups. Identify sources of employment in the community. Demonstrate personal qualities (e.g., dependability, punctuality, getting along well with others) that are needed to get and keep jobs. Describe school courses related to personal, education, and occupational interests. Identify school courses that meet tentative career goals. Describe skills needed in a variety of occupations, including self-employment. Develop and individual career plan, updating information from the elementary-level plan and including tentative decisions to be implemented in high school.
Delivery Level	Introductory Review
Academic Standards	
Language Arts	2.1.a Apply appropriate conventions of language in written work. 2.2.a Determine and use appropriate organization based on the established writing purpose and intended audience. 2.2.b Determine and use appropriate writing style based on the established purpose and intended audience. 2.2.c Select and use the writing format required for a specific type of publication. 2.4.a Write to clarify what is known about various topics. 2.4.b Write to synthesize, interpret, and use new

	<p>information.</p> <p>4.1.b Present oral information in a logical and coherent manner.</p> <p>4.2.c Use recognized conventions/mechanics of language in personal communication.</p>
Employability/SCANS Skills	<p>Thinking Skills</p> <p>Personal Qualities</p> <p>Technology</p> <p>Basic Skills</p>
Assessment/Rubric	Students will be evaluated on their completed portfolio.

Name: _____

Date: _____

Oops... Your Values Are Showing

1. My most important possession is ...
2. I am most proud of my family when...
3. I am bored when...
4. Something that really bugs me is ...
5. I get rewarded at home when...
6. I get punished at home when...
7. I am most lonely when...
8. I am most relaxed when...
9. I am quite when ...
10. Good things happen to me when ...
11. I get really angry when ...
12. I am happiest when ...
13. My favorite people are those who...
14. I work best when ...
15. I am unhappiest when ...
16. I fail when ...
17. I feel best about myself when ...
18. The most difficult thing for me to do is ...
19. I am most helpful when ...
20. I'd like to be paid for...
21. In my free time, I like to ...

22. I hope I never will ...

23. I like to be alone when ...


24. My friends don't know that I ...

25. If only I could ...


Personality: Open-Ended Questions


- 1. I hate...**
- 2. I wish...**
- 3. I am afraid of ...**
- 4. I hope ...**
- 5. I love ...**
- 6. I'm embarrassed when...**
- 7. I want most to ...**
- 8. The thing that bothers me most is...**
- 9. The person who worries me the most is ...**
- 10. I'm happiest when ...**
- 11. My greatest interest in life is ...**
- 12. The person who means the most to me is ...**
- 13. The person who loves me the most is ...**
- 14. On Saturdays I like to ...**


Suggestions For Choosing A Career

 **Choose an occupation because you like the work, not solely because of the rewards in money or prestige**


 **Choose an occupation that will use the abilities you possess.**

 **Choose an occupation in which there is likely to be an active demand for workers when you are ready to go to work**

 **Do not choose an occupation just because a friend or someone else you admire chose it.**

 **Avoid occupations that require abilities you do not possess.**

 **Do not confuse interest and ability**

 **Before making final choice of occupation, find out what are all the things you might have to do in it.**

 **Do not expect to find a job in which you will never have to do anything you dislike.**

 **Do not stay permanently in a job in which you dislike most of the things you have to do.**

 **Beware of biased information from recruiters and other sources.**

 **Take all the advice that is offered, than act on your own judgment.**

Career Information Sheet

Career Title_____

Duties And Responsibilities:_____

Skills Required:_____

Working Conditions:

Normal Working Hours_____

Work Environment_____


Supervision Required_____

Safety Factors_____

Advancement Opportunities:_____


Salary Range:_____

Available Benefits (i.e., Insurance, Paid Vacation, Retirement plans):_____



Electronic Portfolio

Name



Autobiography

Write 250 words describing yourself

Interests

Quote Analysis

Quote 1 Type your quote. List Author.

Interpret author's meaning

Write five sentences about how you interpret this quote and apply it to your life

Quote 2

Interpret author's meaning

Write five sentences about how you interpret this quote and apply it to your life

Quote 3

Interpret author's meaning

Write five sentences about how you interpret this quote and apply it to your life




Life Mission

Type out your mission statement here



Values-First Things First

List the values in order that you developed
during the activity we did in class



Biography

Write 150 to 200 words about someone famous that you admire and want to model your life after. This person should reflect someone who has achieved career success and who demonstrates a proactive approach to life.

Case Study

Name of person

What is your occupation?

What is your current job title?

How many jobs have you had in your life?


Can you think of other ways the world of work has changed since you first started working

Have you ever had to retrain? If so, in what field? Why?

Have you ever had to relocate to find work? Why?


When it comes to finding and keeping a job, do you think education is more or less important than it used to be?

What advice would you give to help young people prepare to enter the workforce?



Abilities

Write about what you think you have ability
in



Type Name of Career here

Write three to five sentences describing your
job

Write at least tow sentences about working
conditions

Training needed for career

At least three sentences describing the requirements for this job

Write a couple sentences about average state and national averages

Job Outlook & Transferable Skills

Write a few sentences about the job outlook
for both the state and nation

What skills can be transferred to another job?

What are some related jobs?